

**Town of Weaverville  
Planning Board  
Tuesday, January 2, 2024  
Meeting Minutes**

The Planning Board of the Town of Weaverville met for a regularly scheduled monthly meeting at 6:00pm on Tuesday, January 2, 2024.

Present: Chair Bob Pace, Vice Chair Jane Kelley and Board Members Mark Endries, Donna Mann Belt, and alternate member Michelle Rippon attended as a voting member.

Stefanie Pupkiewicz Busch and Ryan Gagliardi were absent.

Staff: Planning Director James Eller and Town Clerk Tamara Mercer were present.

**1. Call to order** Chairman Pace called the meeting to order at 6:00 p.m.

**2. Adoption of Agenda**

*Upon consensus and without objection, Mr. Pace declared the agenda approved and recognized Ms. Rippon as a voting member..*

**3. Adoption of Revised meeting schedule**

Town Clerk Mercer presented the revised meeting schedule noting Staff recommended the June 6, 2024 as an alternate date to the June 4, 2024 meeting date.

*Chairman Pace moved to adopt the revised Planning Board meeting schedule as presented. Carried unanimously. 5-0.*

**4. Approval of the Regular Meeting Minutes December 5, 2023**

*Upon consensus and without objection, Chairman Pace declared the meeting minutes of December 5, 2023 approved. Carried unanimously. 5-0.*

**5. Windsor Built Reems Creek Village Major Subdivision review**

Planning Director Eller reviewed the major subdivision proposal located at Reems Creek Village for a 35-lot single-family dwelling subdivision. Planner Eller noted that the staff report includes the Technical Review Committee (TRC) findings from its review of the preliminary plat, site plan for stormwater, water and sewer, utilities, sidewalks, and private roadway, and noted that the preliminary plat was found to be compliant by the TRC.

Engineer William Buie provided further information from the applicant, Windsor Built Homes and explained that the developer intends to gate the community and the roads are to remain private. The Fire Marshal reviewed and approved the gate and fire hydrants for compliance. The water

commitment application is valid and active. Mr. Buie noted that there is a property easement to the west of the subject site.

There was a question-and-answer period regarding the cul-de-sac, sidewalks and roadway, stormwater regulations and the open space, vegetative buffers and the adjacent tree line, slopes and grading, NC State laws, and Ambler Chase subdivision.

Mr. Buie said the HOA is responsible for maintaining the roadways. A single sidewalk is planned as it is a low volume roadway therefore less impervious surface for the erosion control design, and there are open bio-diverse ponds which may remain open but may be fenced.

Mr. Scott Street, President of Windsor Built Homes clarified the adjacent easement and utility lines. He said they will relocate the sewer line working with MSD. Mr. Street reiterated the product price points, landscaping, and site plan layout in the development.

In response to Chairman Pace's question, Planner Eller reviewed the timeline for conservation subdivision regulations which will only go before Town Council at the January 22nd meeting, therefore this subdivision is not affected based on the application date. This development does not have to comply with the proposed new regulations, explained Mr. Eller.

Chairman Pace requested a motion regarding the major subdivision request.

*Vice Chair Kelley made a motion to approve the Reems Creek Village major subdivision with a finding that it is compliant with Sec. 20-2206 Planning and Development Regulations for a major subdivision. Carried unanimously. 5-0*


## **6. Other Business**

Chairman Pace reviewed the calendar schedule for the short-term rental session on January 9<sup>th</sup> for neighborhoods who live nearby short-term rentals and on January 17<sup>th</sup> for property owners who own or manage short-term rentals both at 6:00 p.m.

There being no further business and without objection Chairman Pace requested adjournment.

*Mr. Endries moved to adjourn the meeting at 6:30 p.m. Carried unanimously. 5-0*

ATTEST:



Tamara Mercer, Town Clerk